Idaho Reading Indicator

Test Administration Manual

Table of Contents

Click on subtitle or page number to be directed to that page.

Purpose (ISIP Early Reading: Grades K-3)

According to Idaho Code §33-1615. READING ASSESSMENT.

The state department of education shall be responsible for administration of all assessment efforts and shall train assessment personnel and report results. (1) In continuing recognition of the critical importance of reading skills, all public school students in kindergarten and grades 1, 2 and 3 shall have their reading skills assessed… The assessment shall be by a single statewide test specified by the state board of education, and the state department of education shall ensure that testing shall take place not less than two (2) times per year in the relevant grades.

The two (2) times per year testing windows are determined by the state department of education.

Istation's Indicators of Progress for Early Reading (ISIP™ ER) is a sophisticated, web-delivered, computer-adaptive testing (CAT) system that provides continuous progress monitoring by frequently assessing and reporting student ability in critical domains of reading throughout the academic years.

Istation's Computer-Adaptive Testing System for Continuous Progress Monitoring of Reading Growth for Students in Kindergarten through Grade 3 (ISIP Early Reading) is the authorized assessment.

Designed for students in kindergarten through 3rd grade, ISIP ER provides teachers and other school personnel with easy-to-interpret, web-based reports that detail student strengths and deficits and provide links to teaching resources. This data allows teachers to more easily make informed decisions regarding each student's response to targeted reading instruction and intervention strategies.

ISIP Early Reading provides growth information in the five critical domains of early reading as described in *Table 1*: phonemic awareness, alphabetic knowledge and skills, fluency, vocabulary, and comprehension. It is designed to (a) identify children at risk for reading difficulties, (b) provide automatic continuous progress monitoring of skills that are predictors of later reading success, and (c) provide immediate and automatic linkage of assessment data to student learning needs, supporting differentiated instruction in the classroom.

Prior to the Initial Administration of ISIP Early Reading

ISIP Early Reading measures progress in each critical component of reading instruction in a manner appropriate to the underlying domain. There are a total eight subtests that align to the five critical domains of reading, as shown in *Table 2.*

Table 1

Domain	Subtest
Phonemic Awareness	Phonemic Awareness
Phonics	Letter Knowledge Alphabetic Decoding Spelling
Vocabulary	Vocabulary
Comprehension	Listening Comprehension Reading Comprehension
Fluency	Text Fluency

Table 2 below presents the defaults for subtest administration for each grade level.

Table 2

Grade	Subtest
Kindergarten	Listening Comprehension Phonemic Awareness Letter Knowledge Vocabulary
1st Grade	Phonemic Awareness Letter Knowledge Vocabulary Alphabetic Decoding Reading Comprehension Spelling
2nd Grade	Vocabulary Reading Comprehension Spelling Text Fluency
3rd Grade	Vocabulary Reading Comprehension Spelling Text Fluency

Prior to the Initial Administration of ISIP Early Reading

Prior to the Initial Administration of ISIP Early Reading

- Students' names and their unique District ID numbers must be entered or imported to create student accounts at www.istation.com.

- After creating and processing your student accounts, print the students' login cards. Place the login cards in a file box near the computers in the lab and/or classroom. Login cards should be easily accessible to students.

- Inspect all equipment to be used (computers and headphones) to ensure that they are operable. Check audio volume on computers prior to test administration. Check computers to ensure access to ISIP Early Reading. The assessment program can be easily downloaded from the Istation website at www.istation.com.

- Make sure the physical conditions in the testing location are satisfactory. There should be adequate lighting for all students and room enough to seat all students with ample space between them. Consider posting a "Testing – Do Not Disturb" sign on the classroom or lab door if the testing location is in a high traffic area or prone to interruption by other students. If the test group will exceed 10 students, it is recommended that arrangements for a proctor (lab manager, for example) be made available to assist in the test administration and observation.

- Prior to testing, teachers and test proctors should be familiar with the tests to be administered and test formats.

- Ensure students have opportunity to become familiar with the test delivery system. Students should be able to move a mouse pointer to an object on screen and click with the left mouse button or use touch screens to enter their responses.

- All ISIP assessments provide prior to the first assessment, a practice activity that is unrelated to the assessments. This activity allows students to practice point-and-click skills. Although only point-and-click computer skills are necessary to complete the assessments, some users may find it appropriate to provide some instruction on basic computer terms, components (keyboard and mouse), and computer-use skills to students without prior access to computers.

- Once the initial administration of the ISIP assessment is complete, subsequent administration of tests should require minimal preparation, including the inspection of computers and headphones to ensure they are operable.

Materials:
Only student login cards, operable headphones, and computers with internet access are required for test administration. In the event that the school's Internet connection is lost, all ISIP assessments continue to function normally and will synchronize with Istation servers once the internet connection is restored. Since all ISIP assessments are delivered through the internet, enhancements and modifications are provided to users transparently without a service call.

Prior to the Initial Administration of ISIP Early Reading

Step 1: Print Login Cards

- Log in to www.istation.com.

- Click the **Classroom** tab at the top of the page.

- Click the **Login Cards** link in the left-side list.

- Select certain login cards for printing or select **All**

- Click **Print Selected** to print the login cards.

Step 2: Assessing Students

- The first time a student logs in each month, an ISIP assessment will be given automatically. To begin the assessment:

    o Double-click the Istation icon on your computer (PC, Mac, or Chromebook) or select the Istation icon on other devices (iPad or Android device).

- Enter the username and password from the student login card.
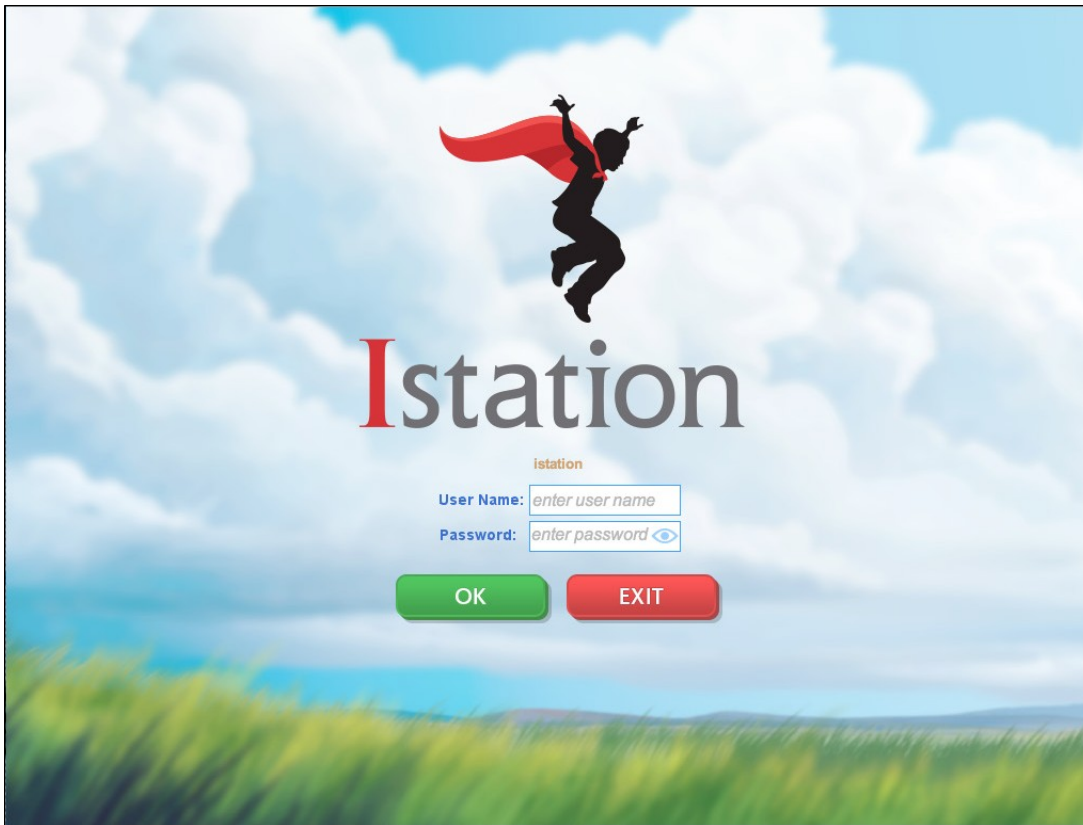
- Select the ISIP assessment to be taken.

Assessments in Progress:

The "ISIP IN PROGRESS" bar indicates when an ISIP assessment is in progress.

Every time a new ISIP assessment begins for a student, it automatically provides a test warm- up. The test warm-up includes all directions for the assessment, models completion of one or more items, and allows the student to complete practice items. Narrator correction and feedback are provided during student interactions for all practice items.

ISIP Early Reading: Kindergarten through Grade 3

ISIP Early Reading is presented to students using a game-like format called "Show What You Know."

At the end of each subtest, the students will view this screen.
It is recommended to review, prepare, and practice with the students to ensure they don't begin other subtests
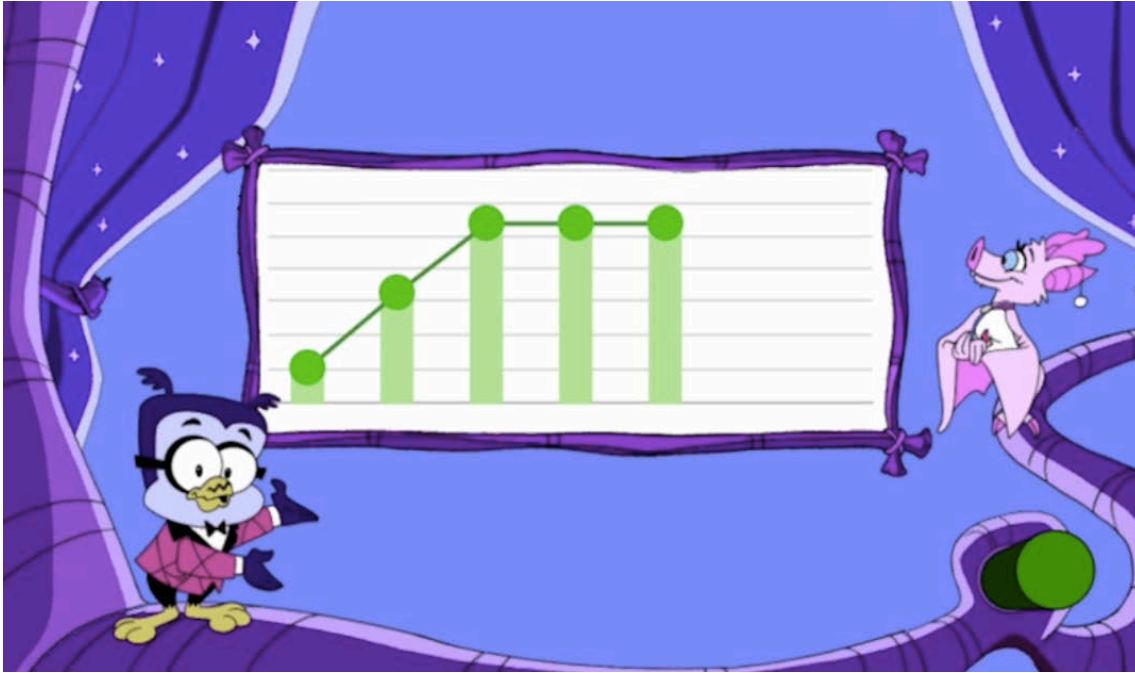
At the conclusion of the monthly, automatic assessment students will see a sunset, shown here, when all subtests are completed.
It is recommended to review, prepare, and practice with the students to ensure they don't begin other subtests or curriculum, (if purchased).
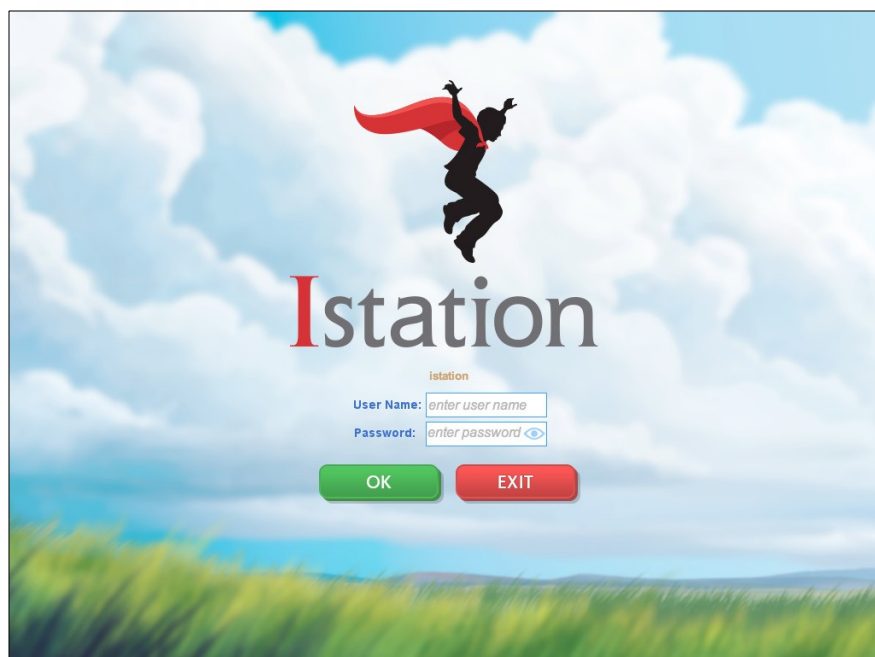
Logging out of the Main Menu after assessment completion:
Click the **Logout** button.

Logging out of Istation:
 • Click on **EXIT** button

Administering the Test

ISIP assessments can be done in whole-group or small-group settings.

- It is preferable but not required that ISIP assessments be completed in a single session.

- Allow students to continue working on the ISIP assessment as long as they are engaged.

- The time allotment recommended for the ISIP assessments is 30-40 minutes.

- Active monitoring by the teacher or proctor during ISIP assessments is vital to ensure accurate results.

- ISIP assessments can be used as benchmarks and as continuous progress monitoring tools.

- Additional On Demand ISIP assessments can be given at any time during the school year. However, only individual subtests for students are recommended.

- Monthly ISIP assessments are given the first time a student logs in during a calendar month. For example, if a student logs in on September 1, an ISIP assessment will be given. If the student's first login of the month isn't until September 15, an ISIP assessment will be given when the student logs in.

Accommodations

Accommodations are provided on assessments to students with disabilities, eligible English language learners, and students with health impairments. Accommodations support students' access to the content of the assessment by reducing or eliminating the effects of the disability or limitations. Accommodations do not change the content of the assessment. To support students with disabilities on all ISIP assessments, ensure that all accommodations identified on a student's Individual Education Plan (IEP) are provided during the test administration.

Embedded Accommodations:

- Review Directions: ISIP assessments have an embedded review of test directions within the assessment and between subtests. A test monitor or teacher can also review directions with the student by pausing the assessment between subtests.

- Verbal and Visual Cues: ISIP assessments have embedded verbal and visual cues to aid students in staying on task. For students with hearing difficulties, adjust the computer volume.

- Untimed Assessment: The Istation Untimed Assessment feature would meet the need for extended time requirement. While information would be gained about student performance on test items, the norms many not be applied if the untimed assessment feature is used, as the norms are based on the embedded time allowed for each item. Selection of the untimed assessment feature must be completed by a district or school manager assigned in Istation. This feature can be edited on a student by student basis found under the classroom tab, student information, edit symbol next to About. The drop down menu can be found at the bottom of the page under Other Customizations ISIP Instructions Language. Possible values for this setting for each student are:

  - YES -provide accommodations by disabling the timer

  - NO -do not provide accommodations

  - Blank – not set; same as NO

Administering the Test

- Spanish Directions: This accessibility feature can be used for students who take the ISIP Early Reading. This feature can be edited on a student by student basis found under the classroom tab, student information, edit symbol next to About. The drop down menu can be found at the bottom of the page under Other Customizations ISIP Accommodations. Possible values for this setting for each student are:

  - ENGLISH -provide directions in English

  - SPANISH-provides the directions in Spanish

  - Blank – not set; same as ENGLISH

About ✏️

🖥️	Log in as **abcdef**
🔒	Password **9010**
🏠	Domain is **demo.sde.id**
🍎	Currently in **Kindergarten**
📇	Student ID is **123456789**
📝	Last program login **Never**
📝	Last parent portal login **Never**

Other Customizations (for 2018/2019)

Default ISIP Reading assessment [　　　　　　　　　　　▼]

ISIP Accommodations [　　▼]

ISIP Instructions Language [　　▼]

[Update Profile] [Deactivate Account] [Cancel]

Administering the Test

Non-embedded Accommodations:

- For students with sight difficulties, arrange for use of a larger computer monitor.

- Verbal instruction may be provided for the activities if necessary, including instructions in sign language.

- Touch Screen Overlay: This USB touch screen can be applied to monitors. It acts like a standard pointing device. Istation is known to work well with touch screen overlays. Even a student using a head stylus can use this device.

- ZoomText Software: This software allows the user to zoom in to a very low screen resolution (so things look bigger) with automatic scrolling of the screen when the mouse is moved. This is extremely helpful for the visually impaired.

- *Adaptive Keyboard, Mouse, and Trackball*: ISIP™ assessments work well with most adaptive desktop computer equipment, such as keyboards, mice, and trackballs.

- *Interactive Whiteboards:* All students can take the assessment by using an interactive whiteboard to touch the answer. This is a helpful accommodation for students with limited fine motor skills.

- *Provide written directions:* Teachers can provide written direction prior to each assessment or subtest. The teacher will need to prepare this prior to the testing sessions.

- *Preview of test procedures*: Teachers may use their teacher accounts to login and review or preview testing procedures with students prior to taking the assessment.

- *Breaks*: Students can take breaks between assessment subtests by pausing the program.

- *Sessions:* The testing session can be broken up into several smaller sessions or over a few days.

NOTE: For consistency in reports, Istation recommends that all students log on monthly to take the ISIP assessments. This will help show true growth over time for the population of Istation users.

Administering the Test

1. Explain the assessment process and the setting. Encourage a positive attitude toward the test. Say:

   a) **Today we will be using the computer to play some games that will assess your skills in reading. It is important that you listen carefully, follow the instructions, and do your very best.**

2. Instruct students to work independently and to quietly raise their hands if they need assistance. Say:

   a) **This is a test, so keep your eyes on your computer. Work as quickly as possible without guessing. If you need help, raise your hand.**

3. Pass out login cards and assist students as they login to Istation. For first time users, consider modeling the login steps on a computer or a projection screen. You may want to consider entering student usernames and passwords and pressing **Pause** until the students are ready to begin. The test will begin as soon as the students press OK on the login screen. Say:

   a) **Let's get started. In the first blank box, type your username. In the second blank box, type your password. Put your headphones on and click OK.**

4. Observe and monitor student performance to ensure validity and reliability of test results. If students need assistance or must take a break, press the **Pause** key **(The test can only remained paused for up to 20 minutes. If the test is paused longer, the student will have to re-start the particular subtest)** on the screen. This will interrupt the current assessment without penalty to the student. The assessments are timed activities. Failure to pause will result in the assessment continuing to run while assistance is being provided. When the student is ready to return to the assessment, press the **Pause** key again. The assessment will automatically return to the same question where the student left off.

NOTE: Be aware of fatigue and other behavioral issues such as students' lack of engagement, distractions, exhibiting frustration and lack of response. These behaviors may invalidate results. If any of these behaviors are noted, pause the test and resume later.

To assist students:
- Press the **Pause** key. The test can only remained paused for up to 20 minutes. If the test is paused longer, the student will have to re-start the particular subtest.
- Ask student to remove headphones.
- Sit with student at the computer. Do NOT provide answers or suggestions on how to respond to questions.
- If student appears to have lost interest or is not trying, remind them that it is important to follow the instructions and do their best.
- If student appears frustrated or has asked for assistance, ask the student to repeat the instruction for the assessment. If the student responds correctly, encourage the student to continue following directions and do their best. If the student responds incorrectly, provide guidance and have the student demonstrate understanding of the directions before restarting the assessment.

Administering the Test

5. Students that are disrupting others and whose behavior is not corrected by intervention should be removed from the testing area. Computer time should be rescheduled so that the student has an opportunity to complete the assessment.

6. Document absent students and schedule time for make-up assessments.

7. Adhere to any accommodations for special education or limited English proficiency students.
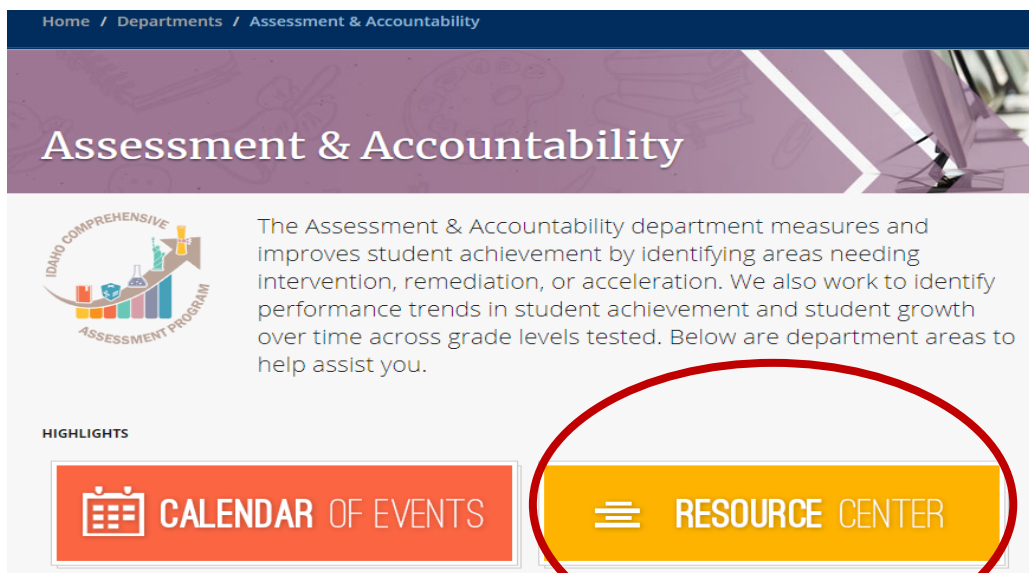
Maintaining test security

1. To maintain test security during the state assigned testing windows, the State Department of Education has implemented a process to allow districts to log test incidents. To access the Test Incident Log, the District Test Coordinator must be provisioned to access the system. Contact the SDE Help desk or your local ISEE coordinator.

Note: This is only necessary during the fall and spring state testing windows.
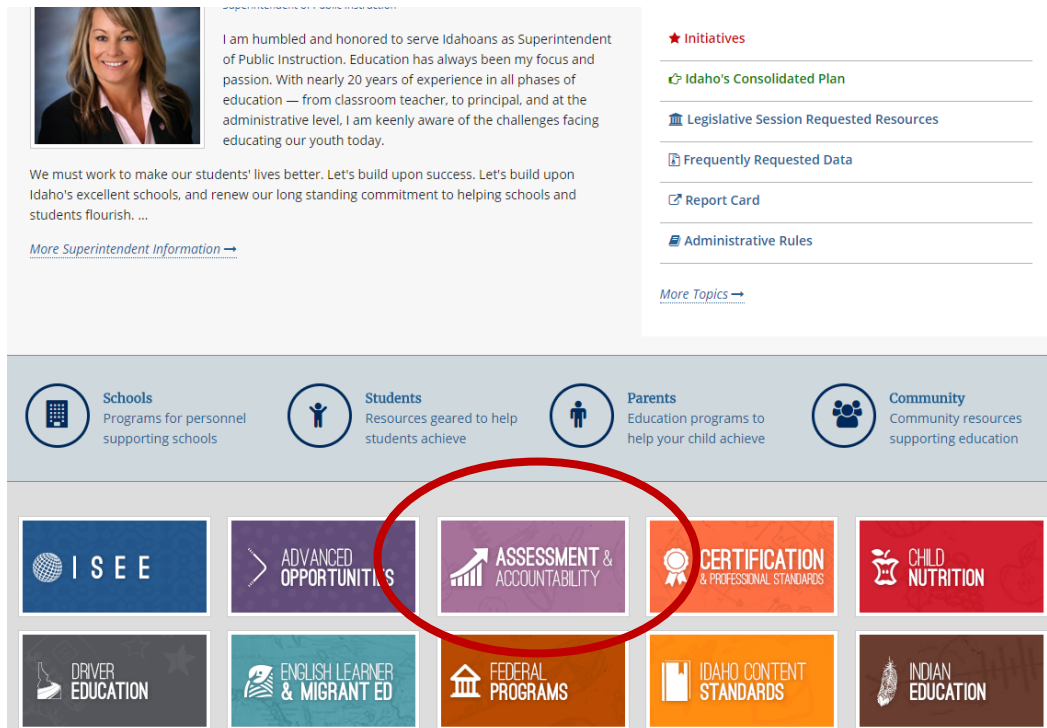
2. Go to the Resource Center to access the SDE application

Maintaining test security

3. Click on Test Incident Log

4. After logging in, **Select District**

   a) Make sure to use the drop down option to select your district.

5. Complete the appropriate fields in the Test Incident Log
   a) **For more information on how to use the Test Incident Application, please refer to the Test Incident Log Application User Manual** https://apps.sde.idaho.gov/TestIncidentLog/Content/files/Test-Incident-Log-Application-User-Manual.pdf
      - Please allow 48 hours after the incident has been recorded, to hear from the SDE.
      - Districts can re-test the student using the **On-Demand** feature.
      - SDE will reach out to Istation to void the first test.
   b) **For more information about Assessment Integrity please refer to the Assessment Integrity Guide,** https://apps.sde.idaho.gov/TestIncidentLog/Content/files/Assessment-Integrity-Guide.pdf